



# Grant Writer

5-10 hours per week

Pay: \$20+/hr (DOE)

Benefits: Flexible hours; remote work; paid time off

**Previous grant writing or legal experience preferred**

Timpanogos Legal Center is seeking a part-time Grant Writer to join our growing team providing free family law, protective order, and housing law legal services to Utahns.

The part-time Grant Writer will support our Founding Director and Development Director in identifying, applying for, and managing grants to support our organization. Timpanogos Legal Center maintains several government and private foundation grants. We can provide on-the-job training but will consider previous experience when reviewing applicants. Ideal candidates will have an interest in staying with the organization long term.

We invite you to familiarize yourself with [our services](#) and with our mission: Timpanogos Legal Center empowers self-represented Utahns to realize safety and stability by providing legal support in family law, abuse, and housing matters.

Applicant should be proficient with using G-Suite (including Gmail, Google Sheets, and Google Forms), Zoom, Dropbox, Dialpad, and similar programs.

**Deadline to Apply:** This posting will remain open until the position is filled, and applications will be reviewed on a rolling basis. We anticipate making a decision in late January.

## Job Qualifications

- **Experience in writing and managing grants strongly preferred.**
- Minimum two years of experience working in grants, compliance, legal, or similar field. If an applicant does not have grant writing or management experience, they must clearly articulate in their cover letter how their previous experience(s) will transfer into success in this role.
- Excellent ability to write persuasively and clearly to professional audiences required.
- Ability to read highly technical documents and distill key information into clear informational summaries.
- Demonstrable strong communication and interpersonal skills.
- Ability to work independently and remotely, including ability to be a self-starter.
- Ability to work collaboratively across departments.
- Experience managing multiple deadlines and projects and effectively prioritizing tasks.
- Experience developing and sustaining working partnerships within and outside of an organization in furtherance of the organization's mission.

## Job Responsibilities

### Grant Prospecting

- Identify potential new funding prospects from private and public sources that align with TLC's mission and programming.
- Navigate grant and tax databases in order to collect accurate information on current eligibility criteria, projected grant size, and current awardees.
- Contact potential funders to request additional information or to facilitate an introductory call between the funder and TLC.
- Prepare written summaries of potential grants for review and approval by the Executive Director or Development Director.

### Grant Writing

- Prepare grant applications, proposals, and supporting documents for current and new grants.
- Collect information from other staff as needed to prepare financial information, goal metrics, and other required material.
- Work with the Executive Director or Development Director to finalize and submit the grant.

- Stay informed on grant writing best practices and emerging trends.
- Maintain materials such as templates, standard language, and common grant attachments.

## Grant Reporting and Management

- Become familiar with each grant's compliance requirements, making recommendations for internal procedural changes if needed. As requested, provide training to staff on specific grant compliance requirements.
- Support other members of the TLC team in managing grants, including tracking data and writing reports, ensuring timely and accurate reporting.
- Analyze programmatic data while reporting, flagging any concerns for leadership or making process recommendations for the organization.
- Maintain accurate database of past, current, and potential funders with key information.
- Assist in creating public-facing reports, as needed.
- Attend meetings with funders, as requested by the Executive Director. The majority of our meetings are virtual.

## Additional Responsibilities

- TLC's grant writing schedule has historically been concentrated in Q1 and in early Q4 of each year, with some grants and reporting during the remainder of the year. We expect the Grant Writer to work on grant prospecting to identify potential new grants, and to work on new grant applications. However, during periods of time when there are fewer grant-writing responsibilities, we anticipate that the Grant Writer will work to support the Executive Director and Development Director on other fundraising projects, assisting with volunteer appreciation events, and other discrete tasks.
- Ensure that time reports and requests for reimbursement are complete and timely.
- Ensure compliance with all grant requirements from our generous funders.
- Attend required professional development training.

## How to Apply

To apply, please send the following materials to Corttany Brooks, People and Engagement Director and Staff Attorney, at [Corttany@timplegal.org](mailto:Corttany@timplegal.org):

- Cover Letter, in which you describe what you will bring to the team and 3 reasons you are the right person for the job;
- Resume;
- Writing Sample, which should demonstrate your technical writing skills, such as a past grant application; and
- Contact Information for three references.

**Important: In the subject line please type "Grant Writer Application for [full name]"**

*Note: We serve clients across Utah. The ideal applicant would have familiarity with Utah's fundraising networks, but it is not strictly necessary for the applicant to live in Utah.*

*All applicants, employees, and program participants shall be treated equally regardless of race, color, sex, pregnancy or pregnancy-related conditions, age (40 and over), religion, national origin, or disability.*